



THE COURT OF COMMON PLEAS OF STARK COUNTY

**115 CENTRAL PLAZA NORTH
CANTON, OHIO 44702
(330) 451-7931
FAX (330) 451-7740**

NOTICE OF POSITION POSTING

POSITION TITLE: RECEPTIONIST/SECRETARY-INTENSIVE SUPERVISION PROBATION

The Stark County Court of Common Pleas is seeking an individual to serve as the Secretary/Receptionist for the Intensive Supervision Probation Department. Essential Duties and Responsibilities: Under the direct supervision of the Intensive Supervision Probation Director and the general supervision of the Deputy Court Administrator, this position will be responsible for secretarial, information system management and receptionist duties of the Intensive Supervision Office. Other duties include: preparation of new case files, type appropriate court documents, preparing and updating case files and gathering and compiling information for reports as requested.

Qualifications: Must possess a High School Diploma or General Equivalency Diploma. Must possess a minimum of six (6) months to one (1) year experience in an office setting. Previous experience in using multi-line telephone systems and computer software preferred.

SEND COVER LETTER AND RESUME TO:

**ARLUNE CULLER, ISP DIRECTOR
201 CLEVELAND AVE. SW SUITE 103
CANTON, OHIO 44702**

Date posted: June 4, 2015